

## Policy

<b>Type:</b>	Quality Assurance		
<b>Number:</b>	2.3		
<b>Name:</b>	Deferral of Continuing Professional Development Requirements Policy		
<b>Status:</b>	Final	<b>Version:</b>	1
<b>Date Approved:</b>	September 22, 2014	<b>Date Revised:</b>	

**Policy Statement:** Members who are unable to complete the Continuing Professional Development (CPD) annual activity requirements will have their obligations deferred to a later date. Deferrals may be granted for the following reasons: serious illness, sudden and unanticipated changes in personal circumstances such as work-related travel or job relocation or not currently in practice. The QA Committee has the authority to determine additional reasons for granting deferrals as situations arise.

### Procedure:

- 1) Members who anticipate that they will be unable to meet the annual activity requirements of the CPD component of the Program must normally notify the College in writing of these circumstances three months prior to the end of the CPD activity year.
- 2) Staff has the authority to grant deferrals as previously defined by the Committee (i.e. following precedent). The QA Committee has the responsibility of reviewing requests that do not fall under previous precedents.
- 3) Members requesting consideration of extenuating circumstances will be advised in writing of the decision and any further action required fifteen (15) business days after receipt of the request by the College or as soon afterwards as possible.
- 4) Deferral requests pertaining to extenuating circumstances arising after the deadline will be considered at the QA Committee's discretion.
- 5) Any time period imposed on the College in this policy may be extended or condensed when deemed necessary by the College and does not affect the validity of the College's actions or the member's duty to comply with the quality assurance program.